## POWERTRACK TRAINING AND DISCUSSION



### 2005 TMO TACK-ON 25 APR 05

**UNCLASSIFIED** 

Mr. Torre Peterson Mr. Rod Callewaert LPC-3/IBM



## Agenda



- PowerTrack
- Auto CONOPS
- Summary Invoice (SI) Certification
- System Helpdesk POC Info
- HQMC Points of Contact



## PowerTrack



- Commercial Third Party Freight Payment Tool based on the credit card concept
- Directed for use by MRM#15
- MC sites currently using PowerTrack
  - -MCB Quantico
  - -MCB Camp Pendleton
  - -MCB Camp Lejeune
  - -MAGTFTC 29 Palms

- -MCAS Miramar
- -Blount Island Command
- -MARFORRES
- -MCAF Quantico
- -MCB Camp Butler, JA

(Pending evaluations of MCAS Iwakunin MERD Rephelippy, and MCRD

-MCAS Beaufort UNCLASSIFIEMI



## **Auto CONOPS**



- Auto CONOPS (Automated Commercial Transportation Payment and Accounting Process)
  - Embraces latest e-commerce technology
  - Eliminates govt-unique documentation
  - Reduces cost and infrastructure
  - Automates the payment and accounting process by using:
    - Segmented, pre-edited lines of accounting (LOAS)

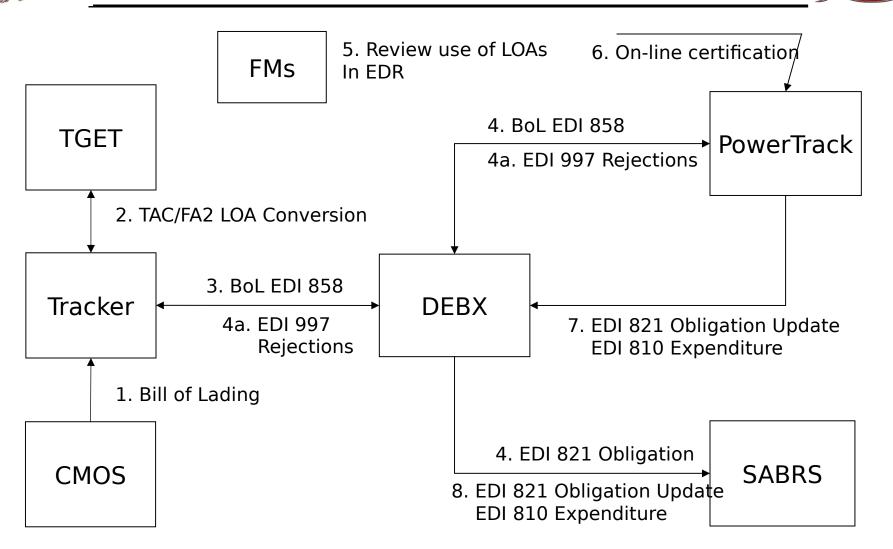


## **Auto CONOPS**



- Auto CONOPS Goals
  - Increase invoicing efficiency
  - Reduce manual workload throughout the entire process
  - Comply with financial law, regulations, and policy
    - •Use TGET (Transportation Global Edit Table) to validate segmented LOAs
    - •Record obligations at time of occurrence via EDI feeds
  - Integrate financial and operational unclassified

# PowerTrack/DFAS Auto CONOPS Flow Overview





## **Auto CONOPS**



### <u>Update</u>

 Rolled out to nine additional MC sites since October

(Pending evaluations of MCAS Iwakuni, MCRD San Diego, and MCRD P.I.)

- New Summary Invoice (SI) Certification Process
  - New USMC Chart of Accounts (COA) (all MC sites share)
  - Different processes for upload of MC and non-MC TACs/LOAs
  - Requires both manual and online certifications



## **Auto CONOPS**



### Current Marine Corps Auto CONOPS S

- -MCB Quantico
- -MCB Camp Pendleton
- -MCB Camp Lejeune
- -MAGTFTC 29 Palms
- -MCAS Yuma

- -MCAS Miramar
- -Blount Island Command
- -MARFORRES
- -MCAF Quantico

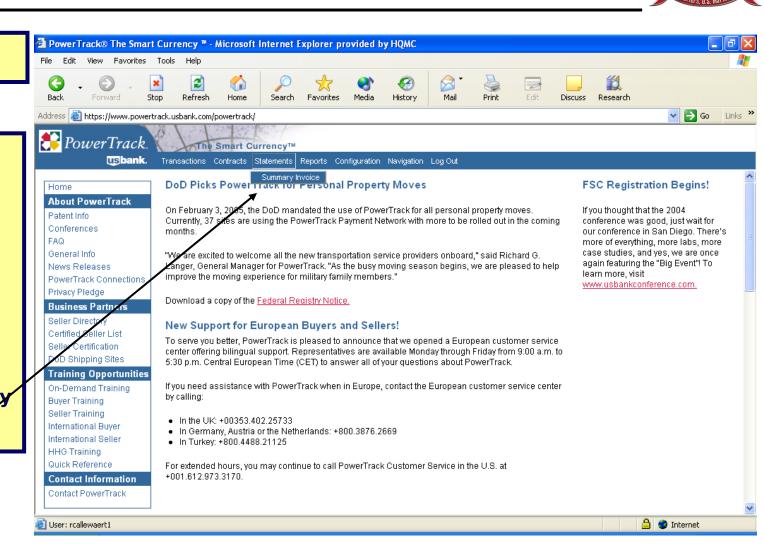
• Must continue to engage MC FMs on Auto CONOPS, funds visibility, and auto obligation process

## PowerTrack Summary Invoice (S Certification - Online



Usage Instructions (1 - 10):

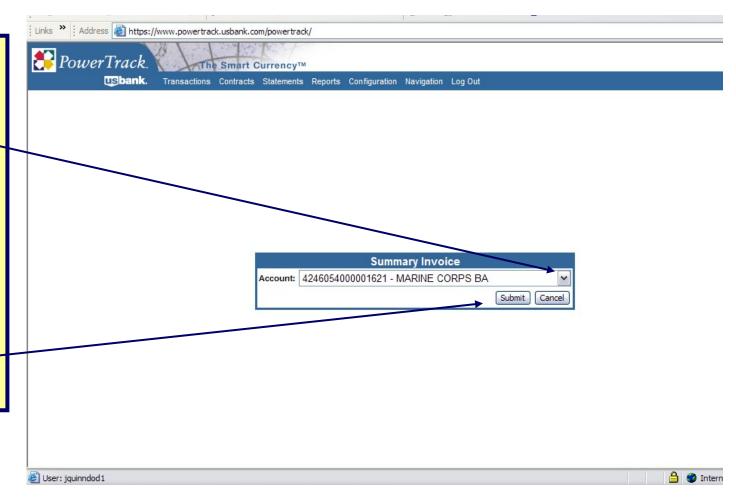
- 1. Login to PowerTrack
- SelectStatements menu item
- 3. Select Summary Invoice menu item



## PowerTrack Summary Invoice (Street) Certification – Online

4. The PowerTrack
Account Number will
populate
automatically to the
most current
account selected
based your user ID
(if another account
is desired - select
the arrow in the
drop down box to
the right of the
Account Number).

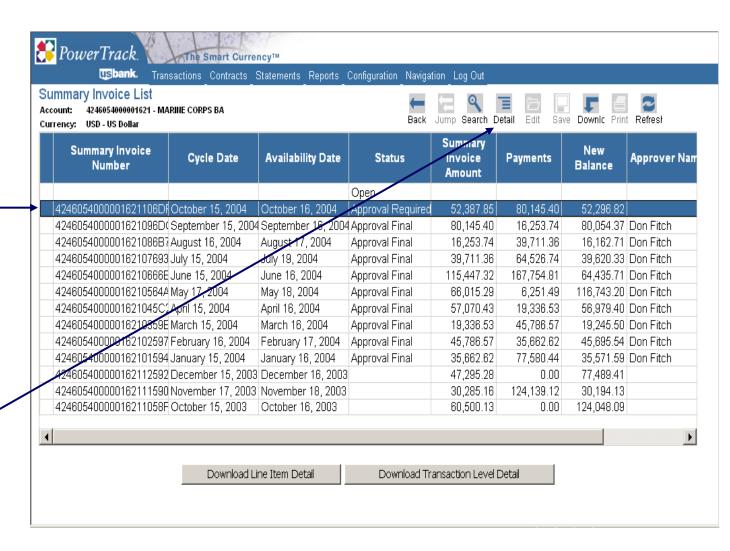
5. Click 'Submit'



## RowerTrack Summary Invoice (S Certification - Online

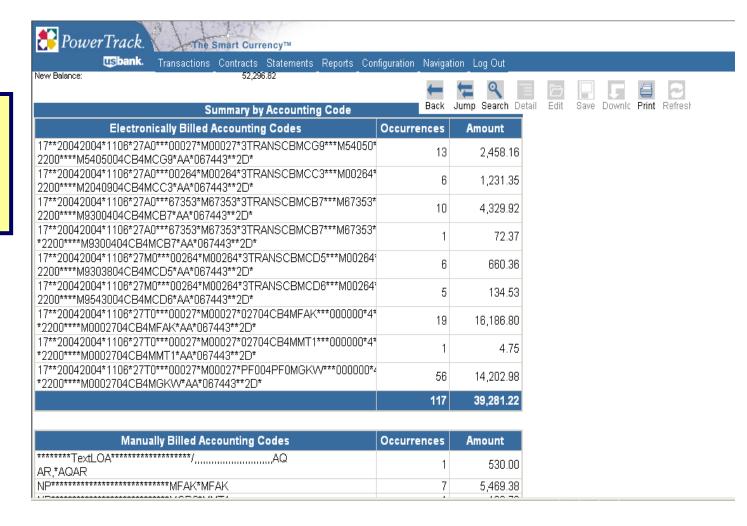
6. Select the
Summary Invoice
that requires
certification
("Approval
Required") by
clicking the
Summary Invoice
Number.

**7.** Click the detail button from the menu bar to view detail.



# RowerTrack Summary Invoice (Street) Certification - Online

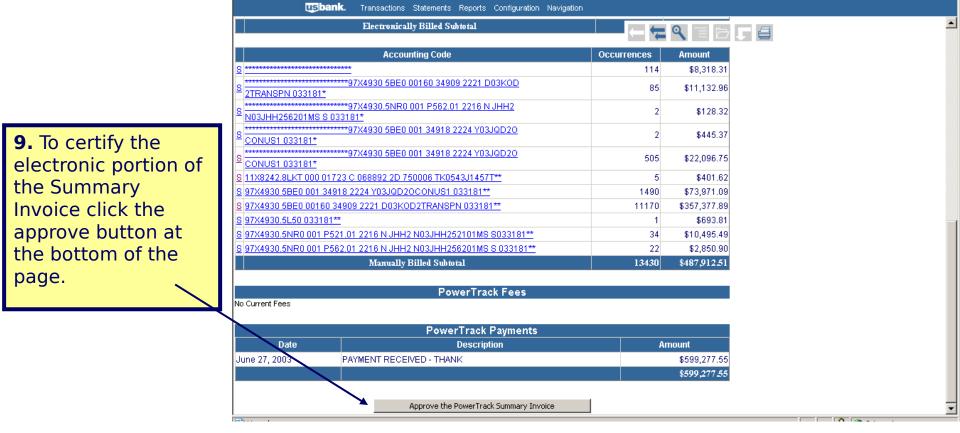
8. The detail view will show both electronically and manually billed Accounting Codes.



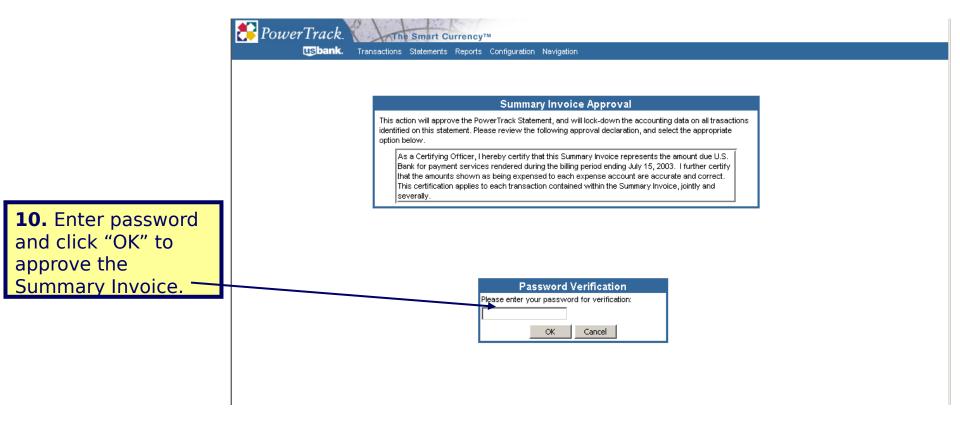
## RowerTrack Summary Invoice (S Certification - Online

The Smart Currency™

PowerTrack.

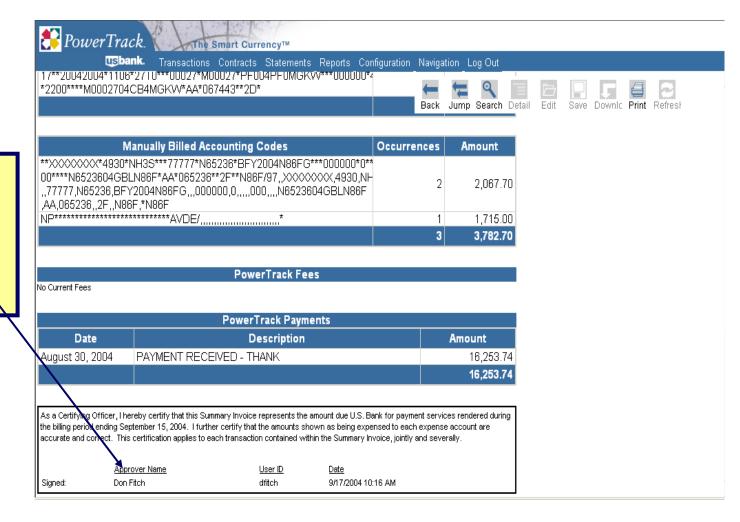


## RowerTrack Summary Invoice (S Certification – Online



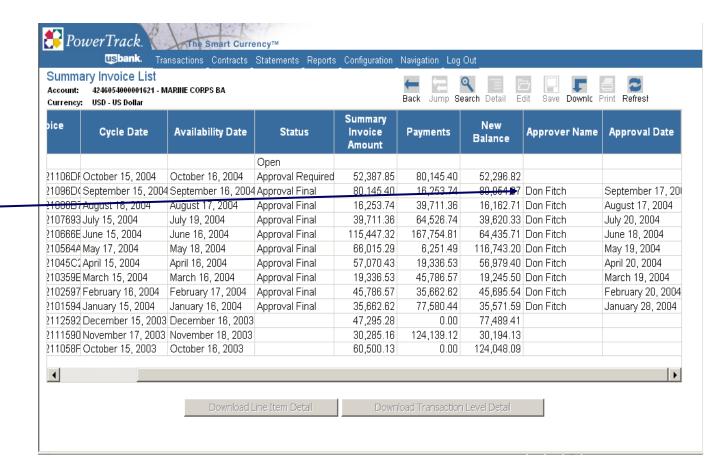
# RowerTrack Summary Invoice (Street) Certification – Online

Once certified the Summary Invoice will include this box at the bottom of the page with approver name, user ID, and date.



# RowerTrack Summary Invoice (Specific Certification – Online

View of Summary Invoices once certified with Certifying Officer name and date.



# RowerTrack Summary Invoice (Street) Certification – Manual

Manual Certification

## Usage Instructions (1 - 11):

- **1**. Login to PowerTrack
- SelectStatements menu item
- 3. Select Summary Invoice menu item



2003 Conference General Info FAQ News Releases

Privacy Pledge PowerTrack Connections

#### **Business Partners**

Certified Seller List Seller Certification

#### **Training Opportunities**

Buyer Training Schedule Seller Training Schedule Quick Reference Guide

#### **Contact Information**

#### email:

powertrack@usbank.com phone:

1-800-417-1844

#### U.S. Bank

www.powertrack.com

#### Get Your Computer Ready for the PowerTrack Release 2.7

This July, PowerTrack will add new and industry-leading accounting features as part of our upcoming system release, PowerTrack Release 2.7. This upgraded version of PowerTrack will allow users unparalleled control and automation of the expense classification process, enabling superior expense control throughout the payment cycle.

PowerTrack is designed to be easily accessible from standard versions of Microsoft® Windows® operating systems and Microsoft® Internet Explorer, using the most up-to-date technology available. To take advantage of the functionality coming in PowerTrack R2.7, you may need to upgrade your computer operating system and internet browser. Please forward these system requirements to your Information Systems staff to determine if your system needs to be upgraded.

#### **Operating System Changes**

If you use Microsoft® Windows® 95 or Microsoft® Windows® 98, you will need to upgrade your operating system to use PowerTrack R2.7. Because Microsoft no longer offers technology upgrades for these operating systems, they are not capable of supporting standard Internet technologies used in the PowerTrack environment. Also, Microsoft intends to discontinue



#### Conference Details...

When: Tuesday, June 24 – Thursday, June 26, 2003

**Where:** San Francisco Marriott 55 Fourth Street San Francisco, CA 94103

Registration Fee: \$495 per person

## RowerTrack Summary Invoice (Street) Certification - Manual

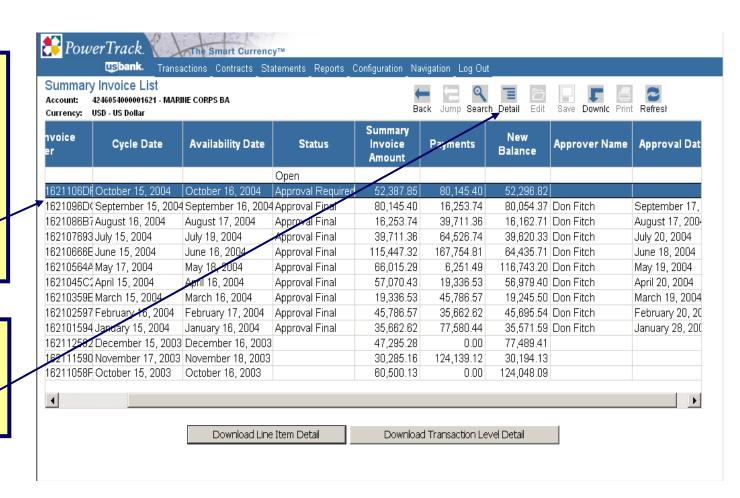
Links > Address Address https://www.powertrack.usbank.com/powertrack/ # PowerTrack 4. The PowerTrack Transactions Contracts Statements Reports Configuration Navigation Log Out Account Number will populate automatically to the most current account selected based your user ID (if another account is desired - select **Summary Invoice** the arrow in the 4246054000001621 - MARINE CORPS BA drop down box to the right of the Account Number). 5. Click 'Submit'

User: jquinndod1

## RowerTrack Summary Invoice (S Certification – Manual

6. Select the
Summary Invoice
that requires
certification
("Approval
Required") by
clicking the
Summary Invoice >
Number.

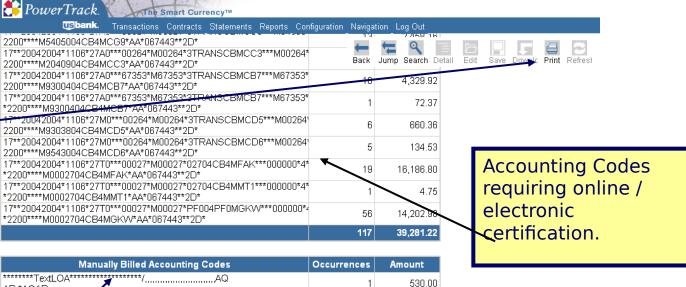
**7.** Click the detail button from the menu bar to view detail



## RowerTrack Summary Invoice (S Certification - Manual

STATISTICS OF THE PROPERTY OF

**8.** Click the print button to print the Summary Invoice for manual certification and signature.



Accounting Codes requiring manual certification.

No Current Fees

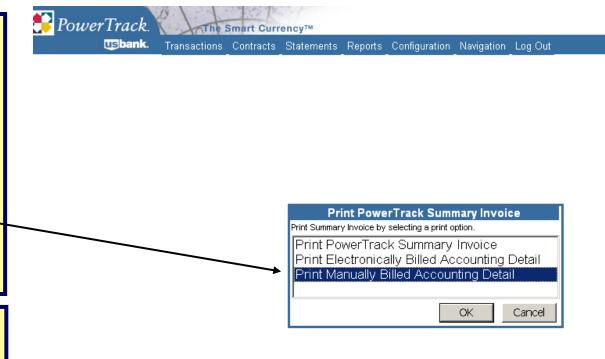
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## werTrack Summary Invoice (S Certification - Manual

9. Select "Print Manually Billed Accounting Detail" print option / view and click OK. It is very important that the CO only certifies the manually billed detail on the paper copy of the invoice to avoid duplicate

#### payments by DFAS.

- **10.** Sign the Manual Section of the Summary Invoice to Certify.
- 11. Mail the certified manual portion of the Summary Invoice to DFAS Commercial Pav.



NOTE: After selecting OK a warning box will appear indicating "This page is best printed using landscape" - Select OK



## System Helpdesk/POC



## • CMn\$Olelp

- General system problems
  - FAB
    - (334) 416-5771
    - ssg.swcd.ceds@gunter.af.mil
- Missing transactions in CMOS
  - Mr. Gordon Allbritton
    - DSN 596-2067
    - gordon.allbritton@gunter.af.
       mil

### SABRS Help

- sabrshelp@hqmc.usmc.mil
  - CWO5 Janet Bernhardt
  - Jarret Kuhfahl
  - Gail Riveria
  - Mindy Yurkonis
  - William Culp

### Tracker Help

- Duty Hours (EDT)
  - DSN 787-6883
  - (937) 257-6883

### DAASC

- Ms. Jennifer Taulbee
  - Jennifer.Taulbee@dla.mil
- Ms. Julie Kampman
  - jkampman@daas.dla.mil

### PowerTrack

- Helpdesk
  - (800) 417-1844
  - powertrack@usbank.com



## HQMC Points of Contact



- Functional Transportation Policy
  - Mr. Torre Peterson
  - LPC-3
  - (703) 695-7930
  - petersonTA@hqmc.usmc.mil

- Functional Financial Policy
  - CWO Tony Brochu
  - RFA
  - (703) 614-1954
  - BrochuTA@hqmc.usmc.mil

- PowerTrack User Account/General Setup
  - Mr. Rod Callewaert
  - IBM
  - (703) 695-7930
  - callewaertR@hqmc.usmc.mi
  - powertrack2@hqmc.usmc.mil
- Technical Issue
  - Mr. Rich Morrow
  - LPC-3
  - (703) 695-7930

UNCLASSIFIED morrowRI@hamc.usmc.mAR